

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**May 6, 2008 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**E. Motion to Approve Minutes: March 11, 2008**

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**G. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

1. SEIU Report
2. Board of Education Report

**II. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

**A. Appointment of New Personnel Commissioner**

- **Appointment Letter from the State Superintendent of Instruction**

**B. Workability Student Employment**

- **Workability Publication**

**C. Classified School Employees Week Update**

- **Reception to Honor District's Classified Employees – tentative date: May 21, 2008**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 15**

1. March 13, 2008

**Approve Classified Personnel – Merit Report - No. A. 09**

2. April 3, 2008

**Approve Classified Personnel – Merit Report - No. A. 30**

3. April 17, 2008

**Approve Classified Personnel – Merit Report - No. A. 11**

4. May 1, 2008

**B. Approve Classified Personnel – Non-Merit Report – No. A. 16**

1. March 13, 2008

**Approve Classified Personnel – Non-Merit Report - No. A. 10**

2. April 3, 2008

**Approve Classified Personnel – Non-Merit Report - No. A. 31**

3. April 17, 2008

**Approve Classified Personnel – Non-Merit Report - No. A. 12**

4. May 1, 2008

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker	43
Campus Security Officer	9
Children’s Center Assistant	97
Equipment Operator	4
Gardener	5
Instructional Assistant-Bilingual	19
Instructional Assistant-Classroom	193
Instructional Assistant-Special Education	101
Instructional Assistant-Special Education (Intensive Behavioral Intervention)	14
Instructional Assistant-Physical Education	14
Physical Activities Specialist	15
Senior Office Specialist	18
Skilled Maintenance Worker	7

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. The Director of Classified Personnel recommends that the Personnel Commission approve the *District-Wide Classification and Compensation Study for the Classified Service* – Final Report by Ewing Consulting Services. *See attached Director’s Recommendation: Approve*

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

The Director of Classified Personnel recommends that the Personnel Commission approve the formal distribution of the salary recommendations in the *District-Wide Classification and Compensation Study for the Classified Service* – Final Report by Ewing Consulting Services to the Board of Education pursuant to Personnel Commission Rule §12.1.4. (A) and SEIU Contract Article 2.3. (attachments).

Director’s Recommendation: *Approve*

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

2. Advanced Step Placement for new hire Shaun Cochran in the classification of Instructional Assistant-Intensive Behavioral Intervention pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

3. Advanced Step Placement for new hire Jason Dodd in the classification of Carpenter pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

4. Proposed New Classification – Speech Language Pathology Assistant

Director's Recommendation: *Approve*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

5. Working Out of Class Request – Chandra Narain (Administrative Assistant)

Director's Recommendation: *Not to Approve*

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Proposed Budget - Personnel Commission Fiscal Year 2008/09 – First Reading
2. Report of Personnel Commission Activities  
(July 1, 2007 – March 31, 2008)
3. Personnel Requisition Status Report
4. Personnel Commission's Twelve-Month Calendar of Events

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

1. Second Reading: Personnel Commission Budget for Fiscal Year 2008/09 – Public Hearing and Adoption
2. Merit Rules Revisions
3. Geographical and Weekend Testing

**VI. Closed Session:**

- None Scheduled

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, May 13, 2008, at 5:00 pm - *District Testing Room*

**VIII. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**TIME ADJOURNED:** \_\_\_\_\_

Submitted by:

\_\_\_\_\_

Wilbert Young, Ph.D.

Secretary to the Personnel Commission

Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 279.